

NORTH KIDLINGTON SCHOOL

Head Teacher: Ms Emilie Fidler

Chair of Governors: Ms Christabel Ashby

*North Kidlington School inspires and develops every individual to enjoy,
achieve and succeed*

MINUTES

Full Governing Board (FGB) meeting held on Tuesday 26th April 2022 at 7pm at school

Present

Christabel Ashby – Chair

Carol Carter

Keri Dallimore-Gray

Amanda Darley

Kapil Divecha

Emilie Fidler

Jackie Garlick – Vice-chair

Alastair Hosier

Jo Hunt

James Philpott

Rebecca Pyrah

Charlotte Screnock

Brenda Williams

Co-Opted

Co-Opted

Co-Opted

Co-Opted

Parent

Head Teacher

Co-Opted

Co-Opted

Staff

Parent

Parent

Co-Opted

LA

In attendance – Bryony Thomas, clerk

Apologies – Alex Reip (Parent), Stephen Herring (Co-Opted)

Confirmation of quorum – quorum was met

No.	ITEM
1	Welcome and apologies for absence Christabel welcomed everyone to the meeting. Apologies were received and accepted from Alex. Stephen had hoped to attend but was unable at the last minute and his apologies were received following the meeting.
2	Declarations of interest There were no new declarations of interest.
3	Notification of any urgent business None was raised.
4	Approval and signing of the minutes from the previous meeting (held 15th March 2022)* The minutes were approved, with no amendments, and signed as a true record of the meeting.
5	Matters arising AP1 – Jo had circulated the video on GDPR to all governors.

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	AP2 – Christabel has reviewed the information provided following a consultation on the adequacy of space in Early Years. Within the guidance there is advice that 11 m³ should be allowed for each person and does not include furniture. The school just meets this criterion. In the guidance, lecture halls and meeting rooms can have even less space, and the legal advice received suggested that a classroom may fall under this category, but Christabel pointed out these are used for shorter periods than a classroom. A classroom is a daily workplace for the teachers and teaching assistants (TAs). In addition, there are 8 adults in Early Years on a daily basis. General health and safety considerations are relevant too, so it is a question of whether the classroom is fit for purpose. The Health and Safety Executive (HSE) offers specific educational guidance and Christabel plans to visit Early Years with this guidance to see the classes in action and assess whether there is a case for arguing that the area is not fit for purpose. She will update governors at the next meeting. AP1 If she believes there is a case to answer, she will prepare a document arguing the school's case over the summer. AP3 – Christabel has now sent an annotated copy of the model disciplinary policy and procedure for Oxfordshire schools to Brenda for passing to the appropriate member of staff at the council. AP4 – Stephen is to do a health and safety site walk with the caretaker on Thursday, as a fresh pair of eyes, and will feed back to governors at the next meeting. AP2 AP5 – The strategy committee has discussed how best to achieve wider diversity within the FGB, to better reflect the school community, and will continue to discuss this matter with a view to informing parents better over the next academic year of the role of governors within the school and to make school governance more accessible to people of all backgrounds. Minutes of the strategy meeting will be available at the next FGB meeting in June. AP6 – Emilie has updated details of the chair of governors on the SIP. AP7 – The strategy committee has further discussed the school's position with respect to Magpies. The situation is stable at present, with both Magpies and The Burrow continuing. There has been a slow increase in numbers at The Burrow, and the strategy committee will continue to monitor the situation. AP8 – Amanda and Alex have both looked into the possibility of solar panels and discussed the matter at finance and premises. Information on a not for profits company has been passed to Emilie, but the school would be repaying the costs of any solar panels fitted over many years. Alex has spent some time contacting people in the Oxfordshire area who are developing new solar technology such as Oxford PV who might want a test bed for the technology. Unfortunately, he has not yet managed to get answers to that but will keep trying. He has also been contacting various foundations who have educational/engineering/capex grants to see if the school might be able to get funding for any possible work. Most seem to fund secondary schools rather than primary. There are a number who fund other activities for primary schools and also groups that do grants for schools to improve nature areas which may prove helpful for the Wild Garden (https://www.ltl.org.uk/projects/local-school-nature-grants/). Alex is happy to help with applications if that is useful/needed. Emilie has been given a contact in the Energy team at the council. The school is on the list to have one of its main roofs replaced, which will need to be done before solar panels can be fitted. Amanda and Alex will liaise to take the possibility of solar panels forward. AP3 AP9 – Charlotte has been welcomed back as a co-opted governor.
6	Discussion and approval of the 3-year budget: 2022-23, 2023-24, 2024-25* The draft budget had been circulated to all governors. The major part of the budget is spent on teaching staff. Governors were clear that they recognise the importance of experienced staff in the provision of high quality education and the inclusive nature of the school, and

	are therefore happy that staff costs are on the high side. In fact, the benchmarking document studied by the finance and premises committee indicates staffing costs are not out of line with similar schools, and this document was circulated to all governors for their information. Very high energy costs have been budgeted for over 2 years rather than just the 1 year, to be prudent. It may be possible to lower the amount set aside for energy in the budget for 2023-24, but this will be clearer next year. Governors questioned whether the school would be required to keep windows open in the winter, but it is not yet known and will depend on the levels of Covid. Guidance is unlikely to be available until the autumn. Governors questioned where the money had come from to balance the budget, which is from the school's reserves. The school is not in deficit at present. The school is very pleased that its intake for next year is 40 (its Published Admission Number, PAN, is 45), despite a population drop in Kidlington. Eleven of the 40 are from out of catchment with no siblings at the school. Governors queried E12, where no money has been spent on fixtures and fittings this year. This is money that has been set aside for new windows and a canopy for Early Years, and which has been carried forward to next year. The budget was approved, and governors expressed their thanks to Nina Manning, school bursar, for all her hard work over the year on the budget, despite the heavy workload caused by Covid.
7	Receive update on breakfast and after-school clubs The Burrow is running well and numbers are slowly increasing. Another member of staff has not been needed. The future of The Burrow will be discussed at the next FGB meeting in June and whether it should continue next year. Emilie will bring an update on the finances. AP4 Governors raised the point that not all parents are aware that Magpies is not part of the school. There is also the view still circulating among some pupils and parents that The Burrow is a homework club. Governors questioned if there is an indication of who may leave The Burrow at the end of the year. The children attending Magpies tend to be older pupils, so time will favour The Burrow, details of which are included in the school's welcome pack.
8	Approve committee reports
8.1	Curriculum – 15th March 2022* Additional paperwork had been circulated with the curriculum minutes, which was provided by Jo in her presentation to the committee to give a clear understanding of the curriculum being taught in Early Years. The report was approved.
8.2	Strategy – 22nd March 2022* Deferred to the next meeting
8.3	Finance and premises – 29th March 2022* The meeting had predominantly looked at the budget and also the benchmarking document. The discussion on solar panels needs to be added. The report was approved.
9	Discussion of vision and culture

	Development of the vision and culture has been on the school improvement plan for some time, and the leadership team would now like to address these important areas. The vision can be defined as the statement that articulates the stakeholders' dream for the school, its purpose, behaviours and beliefs. The culture is the school's identity, how its members act and respond, their expectations, routines and rituals. The vision needs to tie everything together, with the whole community involved and pulling together. The current strapline – enjoy, achieve, succeed – needs invigorating and it seems a good time to determine the school's vision following the pandemic, which has shifted people's perspectives and opened them up to change. The senior leadership team have been working with teachers and the school council, and the views of governors are now being sought. Governors have a strategic role, and although the school, as a state primary school, is responsible for teaching the national curriculum, being part of the Ofsted inspection framework and working towards national assessments, there is still room to develop a unique school environment for our children. Governors were shown the TED video <i>Culture before curriculum</i>, which highlighted the importance of defining vision and culture to determine the future path of the school. An outline of the multiple intelligences found amongst pupils was tabled. Education focuses on the logical-mathematical type, but all have equal value and it is important to ensure children in all areas feel valued and have room to develop their skills. By identifying pupils with strengths in each area, the school can look at how it meets their needs. Following discussion at a staff meeting of values to be instilled in children and what there is at school to do this, a word cloud had been developed, which was tabled at the meeting. The word Flearn was explained to mean failure viewed as a learning experience. Following discussion of the word cloud, it was agreed that despite the national curriculum and the other constraints on the school, underlying everything is the importance that pupils learn to enjoy learning. Parents are very important stakeholders within the school, and a survey on school vision and culture had been drafted to go out to parents, with a £30 Amazon voucher as a prize to encourage a large response. The draft survey was tabled, and each question was reviewed carefully with governors. Governor suggestions were incorporated and the revised survey is included at the end of these minutes. The survey will be sent out as soon as possible. Governors questioned how the survey would be made inclusive. It was agreed that parents would be told the survey was on its way and that help could be sought in completing it, if needed. The results of the survey will be reviewed at the next meeting.
10	Academisation Deferred to the next meeting.
11	Ratification of policies
11.1	GDPR and biometric information policy* Deferred to the next meeting. Comments on the policy to be shared via email. AP5
11.2	Exclusions policy* Deferred to the next meeting. Comments on the policy to be shared via email. AP5
11.3	Attendance policy* Deferred to the next meeting. Comments on the policy to be shared via email. AP5
11.4	Accessibility policy* Deferred to the next meeting. Comments on the policy to be shared via email. AP5

12	Safeguarding update Nothing to report.
13	Health and safety update, including staff welfare Nothing to report.
14	Governance updates
14.1	Governor appointments Governors were delighted to welcome Charlotte back to the FGB. Brenda's term of office as local authority governor finishes at the beginning of May. Governors would very much like her to continue, and her re-appointment was approved, subject to the agreement of the local county councillor. With all the new governors, it had been planned to have a brief introduction of everyone. This was deferred to the next meeting due to time constraints this evening.
14.2	Governor visits Brenda had been in to see the Apple class. Christabel is compiling a list of reasons to visit the school that governors can use if they wish. AP6 She will visit Early Years to assess their space, and would also like to visit the after school choir.
14.3	Governor training completed No training has been recently completed.
15	Any other business No governor currently uses Modern Governor, so the subscription will not be continued.
	Meeting closed at: 9.05pm
ACTION POINTS AP1 – Christabel to visit Early Years with HSE guidance to see the classes in action and assess whether there is a case for arguing that the area is not fit for purpose. AP2 – Stephen to do a health and safety site walk with the caretaker on Thursday, as a fresh pair of eyes, and feed back to governors at the next meeting. AP3 – Amanda and Alex to liaise to take possibility of solar panels forward. AP4 – Emilie to bring an update on the finances of The Burrow to the next meeting, for a discussion on its future. AP5 – Governors to share comments via email on the four policies deferred to the next meeting: GDPR and biometric information policy, exclusions policy, attendance policy, accessibility policy. AP6 – Christabel to compile a list of reasons to visit the school that governors can use if they wish.	

*Indicates paperwork circulated for this item;

NB: All policies must be reviewed with reference to the approved equality duty statement

Signed Date.....
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